

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Senior Information Systems Analyst (Specialist)
<b>Position #:</b>	051-340-1337-008
<b>Salary Range:</b>	\$5571-\$7109
<b>Issue Date:</b>	October 17, 2008
<b>Contact:</b>	Nedra Bryan (916) 323-6695
<b>Location:</b>	Information Systems Division 300 Capitol Mall, 7 <sup>th</sup> Floor Sacramento, CA 95814
<b>Final Filing Date:</b>	(Statewide) Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Information Systems Division  
ATTN: Nedra Bryan – Ref# 09-054  
300 Capitol Mall, 7<sup>th</sup> Floor  
Sacramento, CA 95814

**Scope of the Position:** Under general direction of the Data Processing Manager II, the incumbent will serve as the project leader in independently providing expert project advice, mentoring, consultation, guidance and collaboration on the most complex technology projects that affect SCO, the Technology Enterprise Architecture and the SCO customers. The incumbent will provide information technology planning and governance support, develop and maintain PMO policies, processes, and procedures to support SCO projects and efforts. The incumbent must also maintain a higher level of knowledge and expertise in the areas of system development lifecycle, project management processes and business administration. Specific duties include, but are not limited to the following:

**Duties and Responsibilities:** (Candidates must perform the following functions with or without reasonable accommodations)

- Act as lead consultant in advising and guiding SCO cross-divisional and enterprise projects with multidisciplinary project teams and multilayer cross-functional management structures through system development and project management process. Provide guidance to SCO project managers in project initiating, planning, executing, monitoring, controlling and closure.
- Lead, consult, guide, mentor and participate in SCO projects in the coordination, development, review, and cataloging of Concept Papers, Budget Change Proposal, Feasibility Study Reports, and other documents as required.
- Provide independent review and consultation to the SCO Business program areas/divisions on business process improvement proposals that are supported by information technology.
- Ensure SCO project efforts are consistent with SCO IT strategic direction by staying current as to SCO strategic direction, enterprise architecture and the technical infrastructure.
- Prepare, provide and update information technology and project management related training to project team members and PMO staff.
- Serve as a Senior Project lead in developing, implementing, reviewing, maintaining and improving PMO policies, processes, and procedures to support State Controller's Office projects and efforts.
- Consult, guide, advise, mentor and collaborate with the SCO project teams in guiding projects through the information system development lifecycle process. Provide guidance and support for requirements analysis and documentation, system design, development, testing, integration, implementation of information technology systems.
- Consult, guide, mentor and collaborate with SCO projects to develop and implement concepts, charters, management plans for scheduling, tracking, monitoring, controlling projects.
- Analyze the most difficult, project management, system development, and technology related issues, information and situations; identify problems; and develop effective solutions.
- Coordinate, track and report on SCO IT project status to the Governance Board.

For more details, please contact Nedra Bryan at (916) 323-6695.